

**CLASSIFICATION:** PARK MANAGER II

**Class Code:** 6802-12

**Date Established:** 07-01-50

**Occupational Code:** 5-1-6

**Date of Last Revision:** 06-16-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To assist in the operation and maintenance of a state park or recreational facility and to supervise assigned park staff, while providing exceptional customer service to park visitors.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Assists a higher level Park Manager or Regional Park Manager in establishing standards at a state park or recreational facility providing camping, picnicking, swimming, hiking or other facilities.
- Supervises up to twenty seasonal, part-time, and/or full-time staff as assigned, to include reviewing work for compliance with park standards.
- Assists in the collection and analysis of operational data used in the preparation of fiscal or statistical reports.
- Collects and records fees for use of a state park or recreational facility.
- Patrols park for the detection of fires, compliance with rules and regulations, and the protection of natural resources.
- Advises and performs maintenance work of state parks, historical sites, buildings and grounds.
- Provides information to the public on facilities, rules and regulations, or historical data.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school or G.E.D. equivalent. Each additional year of approved formal education may be substituted for up to one year of required work experience, with the exception of the three months of required experience in parks management and/or operations.

**Experience:** Six months of experience in park management and/or operations, outdoor recreation, retail operations, hospitality industry, or related field, three months of which must have been in parks management and/or operations.

**License/Certification:** Eligibility for New Hampshire driver's license. Any additional license/certification requirements, such as Emergency Medical Technician (EMT) or CPR, must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.

**RECOMMENDED WORK TRAITS:** Some knowledge of current recreation and park problems. Ability to learn general repair methods and proper utilization of the tools, materials and equipment used in structure and ground maintenance. Ability to plan, assign and supervise the work of subordinates. Ability to appear before the public and to deal courteously with the public in explaining and enforcing policies, rules and regulations. Ability to express ideas clearly and effectively orally and in writing. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.